



THE CITY
OF
EVANSVILLE

COMMERCIAL FAÇADE GRANT PROGRAM INSTRUCTION PACKET



Department of Metropolitan Development
City of Evansville, Indiana

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I. Identifying Proposed Improvements and Determining Project Eligibility:

As part of your façade grant application, you are required to identify a scope of work for your project. The first step in this process includes identifying what site or façade improvements you wish to make. For example, your project might include:

1. Replace front façade windows.
2. Replace front door.
3. Paint siding on west side of building.
4. Repair roof.
5. Resurface the parking lot.

The next step would be to review the Commercial Façade Grant Program Guidelines to determine if all of the items on your project list are eligible for funding. Generally, most improvements to an exterior wall of a building are eligible. Some site improvements are only eligible if you are making building façade improvements. Roof repairs and replacements are limited to those areas of the roof that are visible to the public from the public roadway. There are also limitations on façade wall extensions (i.e. “extending” or building onto the actual building) through new construction.

II. Reviewing Improvements for Conformity with Design Guidelines:

Once you have confirmed that your desired improvements are eligible for funding, the next step is to review any design guidelines and zoning that may be applicable in your location. Design guidelines will be used by the Façade Design Committee (FDC) to determine approval for your project; you should define your project so that it is in conformance with these guidelines and zoning regulations. If a building is historic or listed on the national register, the design guidelines should focus on honoring a building’s original historic design, especially concerning architectural features, while respecting building patterns exhibited on the block or surrounding area. In addition, the various design guidelines provide guidance in use of color and quality of materials to be used. Making sure your project conforms to the design guidelines and zoning regulations will make processing your application much faster.

AREA PLAN COMMISSION

The Area Plan Commission will be able to assist you with starting an application for new signage and design review for the various areas where design guidelines are enforced.

- Downtown Design Guidelines
- JACC Redevelopment Area Design Guidelines
- Evansville Arts District Design Guidelines

III. Detailing (Refining) Your Scope of Work:

After you have prepared a list of eligible improvements for your project, the next step is to add further detail to the scope of work regarding the improvements you plan to make. The following are all examples as to what the details usually address:

1. What a product is made of (its material).
2. Its shape or size.
3. Its color or finish.
4. Its style.
5. The number of items (16 window, 2 doors, 4 trees, etc.).

This level of detail will be necessary for you to obtain a general estimate of cost, and will result in an adequately detailed scope of work.

Use your initial description of the project from Section I. above as your starting point, and then start adding detail. Proposed improvements from the general scope of work in Section I. above include:

1. Replace front façade windows.
2. Replace front door.
3. Paint siding on west side of building.
4. Repair roof.
5. Landscape the parking lot.

The general scope of work becomes a detailed scope of work by refining and organizing the information:

1. Windows:

- Replace all four (4) storefront windows on the first story, west side.
- Windows to match existing size.
- Windows to be dual pane, clear glass, with no tinting.

2. Front Door:

- Replace the front door on the west side with a commercial grade door.
- Door to be $\frac{3}{4}$ glass and $\frac{1}{4}$ wood, with painted wood trim.

3. Paint west side of building:

- Scrape west side of building and remove all loose material.
- Prime all areas that reveal original cinderblock surface with a latex primer.
- Paint entire west side of building with two finish coats of a high grade exterior latex paint.
- Color to be determined by FDC.

4. Repair Roof:

- Locate leak in the northwest part of the building and repair as needed. Any shingles to be replaced should use a 30 year shingle to match existing color and shingle type.

5. Landscape Parking Lot:

- Tree planting around the perimeter and landscape islands

The detailed scope of work is intended to be descriptive enough to generate a general cost estimate, but not so detailed that it becomes a contractor bid form.

IV. Obtaining a Cost Estimate Using Your Detailed Scope of Work:

You are required to submit a general estimate of cost along with your application. Ideally, your estimate should fall within 10-15% of an estimate you would obtain through a bid process. For smaller or simple projects, you may be able to prepare the cost estimate yourself or with the help of one or more contractors. Providing your detailed scope of work to a general contractor for an estimate is usually the easiest way to obtain a cost estimate. You could also obtain estimates from a series of single purpose contractors. Using the sample detailed scope of work provided above; the single purpose contractors would include a door and window contractor; a painting contractor; a roofing contractor; and a landscape contractor. Make sure your estimates include both materials and labor.

Your cost estimate may look similar to these examples:

1. Windows:

- Replace all four (4) storefront windows on the first story, west side.
- Windows to match existing size.
- Windows to be dual pane, clear glass, with no tinting.

COST: \$3,500.00

2. Front Door:

- Replace the front door on the west side with a commercial grade door.
- Door to be $\frac{3}{4}$ glass and $\frac{1}{4}$ wood, with painted wood trim.

COST: \$500.00

3. Paint west side of building:

- Scrape west side of building and remove all loose material.
- Prime all areas that reveal original cinderblock surface with a latex primer.
- Paint entire west side of building with two finish coats of a high grade exterior latex paint.
- Color to be determined by FDC.

COST: \$3,000.00

4. Repair Roof:

- Locate leak in the northwest part of the building and repair as needed.
- Any shingles to be replaced should use a 30 year shingle to match existing color and shingle type.

COST: \$800.00

5. Landscaping Parking Lot:

- Tree planting around the perimeter and landscape islands.

COST: \$4,500.00

Total Project Cost:	\$12,300.00
Total Grant Amount:	\$6,150.00

Using this estimate, the total project cost is \$12,300.00. **The total grant amount is no more than 50% of the total project cost, which can be up to \$50,000.** The project cost can only include eligible façade grant improvements, as explained in the Program Guidelines. In this project, the

total grant amount would be \$6,150.00.

If you are successful in obtaining a grant, a more precise cost estimate will have to be obtained through a bid process, in which case you will need to obtain three (3) bids. The Façade Design Committee (FDC) will assist you in determining the necessary detail to prepare your bid form, which will help you obtain accurate bids from contractors. These accurate bids must be for identical work and products; therefore, contractors must pay attention to your detailed bid form and only bid on the work and products you are requesting.

V. Preparing a Graphic Presentation of your Project:

As part of the application submittal, you will be required to show a graphic presentation of your project. The most common ways to achieve this is through the use of print-outs of digital photographs (or photocopies of actual photographs) and through using site plan sketches. You should submit photographs of every façade (i.e. every side) of your building where you propose improvements. You should then make notations on these photographs that identify the improvements to be made. For example, if you are proposing to replace just the first story windows on the front façade, then submit a picture of the front façade and draw an outline around the first story windows with a notation to replace the circled windows.

For site improvements, it may be easier to illustrate your intent through a site drawing. It does not have to be to scale. Often, an aerial photograph of the site with notations and sketched improvements on it will be sufficient. A hand-drawn sketch or site plan that shows existing buildings, property lines, adjacent streets, and proposed improvements (parking lots, sidewalks, landscaping, etc.) would also be acceptable. For example, if you are proposing a new landscape bed, the sketch plan needs to show where the bed is in relationship to the building and on the lot in general. Also, show a detail of what planting materials would be included in the bed (i.e. tree and shrub names, sizes at time of planting, number to be planted, etc.). Similarly, if you are proposing a fence, show the fence line on the plan so that we can evaluate its impact. State the color of the fence, material to be used (wood, metal, etc.), and its height.

Sample: How the project submission should look

Please submit your project in a logical organized manner as shown on the following pages. The following items should be included in your submission. There may be other items needed, they should be organized in a similar fashion.

- General scope of work
- Detailed scope of work
- Cost estimate
- Graphic presentations

GENERAL SCOPE OF WORK

1. Replace front façade windows.
2. Replace front door.
3. Paint siding on west side of building.
4. Repair roof.
5. Landscape the parking lot.

DETAILED SCOPE OF WORK

1. Windows:

- Replace all four (4) storefront windows on the first story, west side.
- Windows to match existing size.
- Windows to be dual pane, clear glass, with no tinting.

2. Front Door:

- Replace the front door on the west side with a commercial grade door.
- Door to be $\frac{3}{4}$ glass and $\frac{1}{4}$ wood, with painted wood trim.

3. Paint west side of building:

- Scrape west side of building and remove all loose material.
- Prime all areas that reveal original cinderblock surface with a latex primer.
- Paint entire west side of building with two finish coats of a high grade exterior latex paint.
- Color to be determined by FDC.

4. Repair Roof:

- Locate leak in the northwest part of the building and repair as needed.
- Any shingles to be replaced should use a 30 year shingle to match existing color and shingle type.

5. Landscaping Parking Lot:

- Tree planting around the perimeter and landscape islands.

COST ESTIMATE

1. Windows:

- Replace all four (4) storefront windows on the first story, west side.
- Windows to match existing size.
- Windows to be dual pane, clear glass, with no tinting.

COST: \$3,500.00

2. Front Door:

- Replace the front door on the west side with a commercial grade door.
- Door to be $\frac{3}{4}$ glass and $\frac{1}{4}$ wood, with painted wood trim.

COST: \$500.00

3. Paint west side of building:

- Scrape west side of building and remove all loose material.
- Prime all areas that reveal original cinderblock surface with a latex primer.
- Paint entire west side of building with two finish coats of a high grade exterior latex paint.

- Color to be determined by FDC.

COST: \$3,000.00

4. Repair Roof:

- Locate leak in the northwest part of the building and repair as needed.
- Any shingles to be replaced should use a 30 year shingle to match existing color and shingle type.

COST: \$800.00

Landscaping Parking Lot:

- Tree planting around the perimeter and landscape islands.

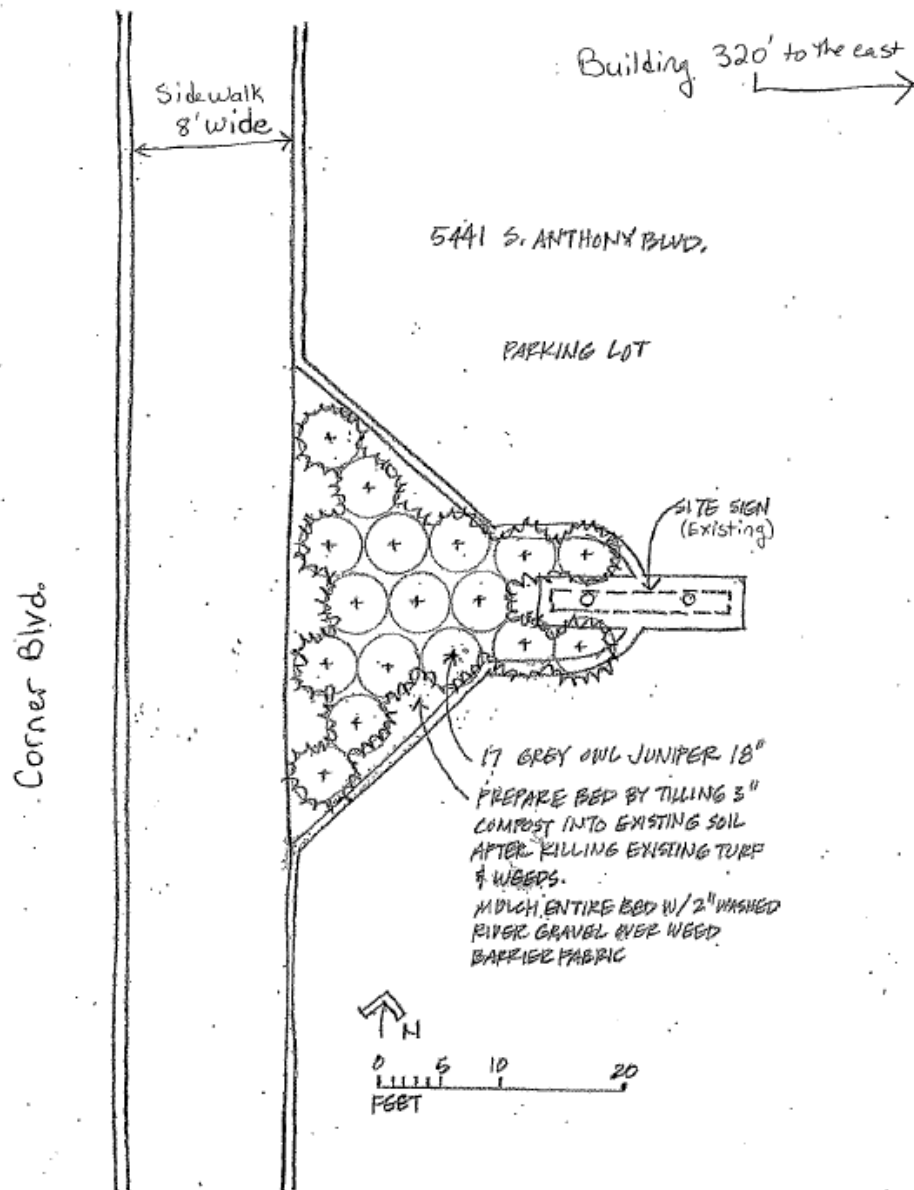
COST: \$4,500.00

Total Project Cost: \$12,300.00

Total Grant Amount: \$6,150.00

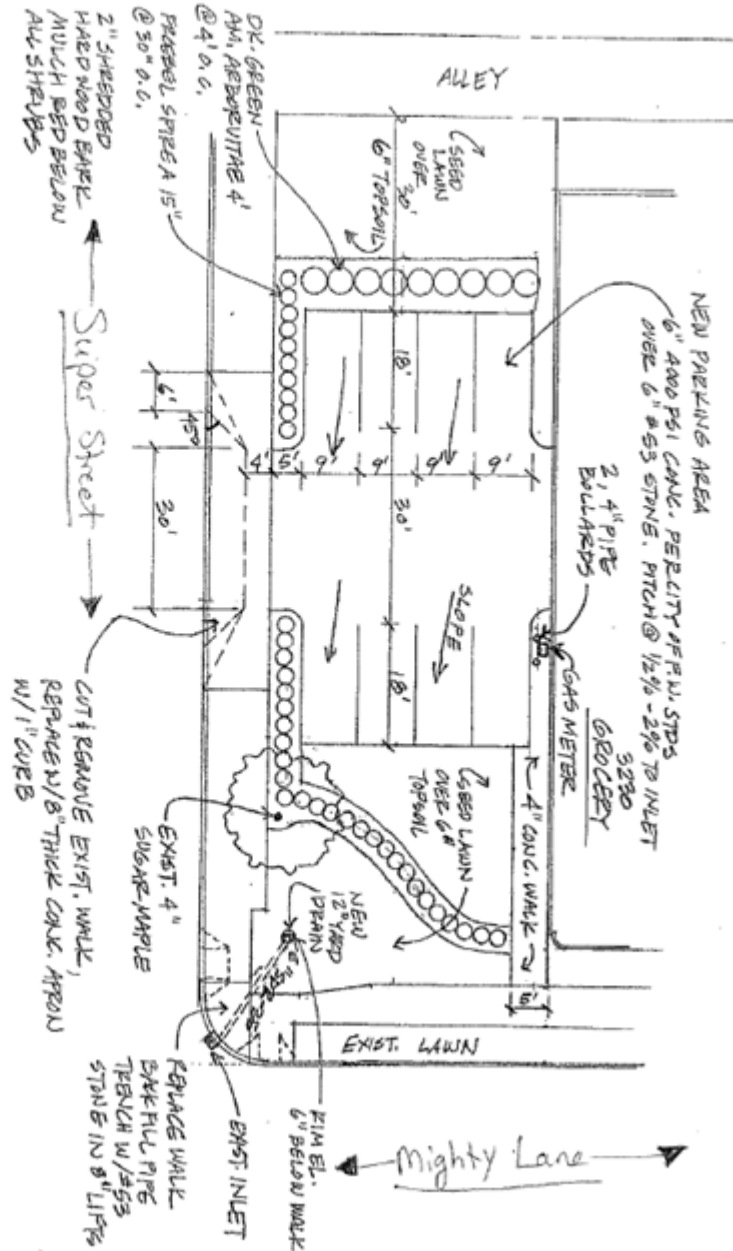
GRAPHIC PRESENTATION
LANDSCAPE PLAN

Landscape Plan



SKETCH PLAN

Sketch Plan & Landscape Plan



NEW PARKING AREA FOR XYZ STORE 15'20'

THOMAS CAIN FLSA A&LA LANDSCAPE ARCHITECT

8.27.10

PHOTOS WITH PROPOSED IMPROVEMENTS CIRCLED & LABELED

